

Recruiting now...

**Migration Network Co-ordinator
(Maternity cover fixed-term contract)**



Migration Network event at Leicester Museum & Art Gallery in 2023 (Credit:Everything's Fine Photography)

[The Migration Museum](#) produces inspiring exhibitions, events, education, community and public engagement programmes to shine a light on the many ways that migration to and from Britain across the ages has shaped who we are.

We are currently based in Lewisham, in south-east London. National reach is central to our mission. We lead the [Migration Network](#), a knowledge-sharing network bringing together organisations from across the UK heritage sector and beyond. The Network facilitates dialogue and increases confidence about working on migration themes, shares knowledge and examples of good practice and highlights hidden or lesser-explored stories across collections. Its development over the next three years is significantly supported by the John Ellerman Foundation Museum and Galleries Fund.

We are seeking a **Migration Network Co-ordinator** to steward the Migration Network for 12 months for a maternity leave cover. With support from the Migration Museum team, placement students and volunteers, the role will involve planning, delivering and

evaluating Network events, both online and in-person, and growing and maintaining the Network according to the strategy and plans in place.

Job description and person specification

Job title	Migration Network Co-ordinator
Contract type	12-month fixed-term part-time contract (Maternity cover)
Salary and pension	£34k pro-rata (£20,400 for 3 days per week), plus matched 5% pension contribution
Location	This role will require some time working from the Migration Museum in Lewisham, south London, but will be predominantly remote. We welcome applications from people based across the UK.
Deadline for applications	26 August 2024 (11:59pm)
Interviews expected	Early September

Primary job purpose

This is an outstanding opportunity for a collaborative, self-directed and organised person with excellent communication and networking skills who is passionate about increasing focus on migration and intersecting themes across the UK museums and heritage sector and linking this sector with others, including the migration and education sectors.

Key responsibilities

- 1. Events coordination** - Planning, delivering and evaluating 5 knowledge-sharing events with measurable impact. Event themes and locations/cohort identification to be based on research of need and interest. Building relationships with connectors to expand the reach of the Network. Approaching and liaising with potential contributors. Facilitating the events. Gathering and processing evaluation data. This is likely to involve overseeing and coordinating other members of the Migration Museum team, placement students and volunteers.
- 2. Proactive and reactive engagement with other opportunities to support outcomes of the Network** - seeking out aligned conferences, other network events, hosting groups at the museum, consulting with and signposting those who need deeper engagement.

3. **Support/coordinate with the potential Collections Research Project** - subject to funding, this will involve coordinating with our appointed Research Curator and team of volunteers trained up to deliver this project. The Collections Research Project crosses over with the Network in many ways, and is set to involve Network partners in Bristol, Cardiff, Glasgow, Leicester, Liverpool, London and Newcastle. The progress and findings of this project may form the basis of one of the Network events.
4. **Draft input for new resources for the Network:** resources to support museum and gallery staff working on migration themes, including a series of toolkits covering areas such as: collections through a migration lens (see point 3); working equitably with refugees and sanctuary seekers; audience development; co-creating community engagement projects; working with schools and Multi-Academy Trusts on migration learning.
5. **Maintain evaluation of all activities and liaise with external evaluator** - continuous monitoring and evaluation of the Network and working with an external evaluator is key to ensure the Network is having the intended impact and to report to funders. This ongoing evaluation will shape the future form of the Network and its activities.
6. **Liaise with and consult with the Network founding partners** – Keep them updated and seek their input on planned events and activities and other Network business.
7. **Maintain communications with Network members and keep the Network area of our website updated**
8. **Reporting to Network funders in collaboration with the Migration Museum Development team**

Person specification

- ◆ Vision, initiative and imagination, with the drive and confidence to make a major impact to our ambitious future plans and our national Network
- ◆ An ability to plan strategically and respond quickly to opportunities and challenges
- ◆ Proven track record of project coordination and event management
- ◆ Excellent organisational skills – detail oriented and ability to work to deadlines
- ◆ Comfortable with carrying out a range of tasks
- ◆ Excellent communication and facilitation skills with varied stakeholders and ability to participate in challenging conversations with respect and tact
- ◆ Dedication to making arts and culture accessible and inclusive
- ◆ A great team player – able to work effectively across an organisation and champion the work we do
- ◆ Passionate individual with a commitment to diversity and inclusion

- ◆ Knowledge of the UK museums and heritage sector
- ◆ Knowledge of the migration sector (charities, campaigns, civil society organisations)
- ◆ We particularly welcome applications from people with lived or learnt experience of migration

Further background to the Migration Museum

We are creating Britain's missing museum – an inspiring and moving high profile permanent cultural institution to put the long, rich and complex story of the movement of people both to and from Britain at centre stage, where it belongs. Britain's migration story is one that connects us all - if we dig into our family histories - and the museum provides context and backdrop for calm reflection about migration when the public conversation can be heated and polarising. Currently based in the heart of a busy shopping centre in south-east London, the Migration Museum is reaching new audiences in new ways: through a lively cultural programme of co-produced exhibitions and events, vibrant community engagement, innovative digital campaigns, an education programme that is much in demand from both teachers and learners, and a national knowledge and skills-sharing Migration Network that connects museums and heritage organisations across the UK.

Now the museum has secured an extraordinary opportunity: a permanent home, rent free for 60 years, in the heart of the City of London, from late 2027. The new museum will occupy approximately 3,000 sq m over the first three floors of a new block of student accommodation, providing spaces for exhibitions, events, education, and a wide range of community uses including creative workshops, performances and skills-building. Importantly, the new permanent home will lie at the heart of a Migration Museum 'ecosystem' achieving national reach and relevance through our Network, pop-ups in retail environments across the UK, and a wide-ranging digital presence.

How to apply for this role

To apply for this position, please e-mail a copy of your CV and a covering letter of no more than 500 words to info@migrationmuseum.org with the subject heading: 'Migration Network Co-ordinator'.

Please also complete our [Equal Opportunities Monitoring Form](#). These monitoring forms will be stored and assessed separately and will not be linked to your application.

The deadline for applications is 26 August 2024, 23:59

Shortlisted applicants will be invited to interview online, most likely in the week commencing 2 September

If you have any questions about the role, please contact info@migrationmuseum.org